

Group Name: Grupo Hotel

Arrival Date: Sunday, June 15, 2025

Date Booked: Wednesday, September 4, 2024

Group Contact:

Phone:

Address: ,

Email:

### Group Room Reservation Arrangements

Hope Hotel & Richard C. Holbrooke Conference Center -

	Sun						
6/15/2025	Mon						
6/16/2025	Tue						
6/17/2025	Wed						
6/18/2025	Thu						
6/19/2025	Fri						
6/20/2025	Sat						
6/21/2025							
Run of House	0	0	0	0	0	0	0
Single Queen	5	15	17	17	17	17	15
Double Queen	0	3	5	5	5	5	5

Room rates are \$129.00 for a Single Bed and \$139.00 for a Double Bed. All guest rooms include our Hot Breakfast Buffet.

Complimentary Rooms are based on 1/30 cumulative.

HelmsBriscoe to receive 10% commission on all Guest Rooms Utilized.

ALL ROOM RATES ARE SUBJECT TO LOCAL SALES TAX AND OCCUPANY TAXES

RESERVATIONS:

Method: Individuals to call in and ask for the (CLIENT) rate.

#### GUARANTEE

Guarantee Method: Individuals to guarantee with their credit card.

If using credit card to guarantee, please complete the attached credit card authorization form.

#### ROOM BLOCK ATTRITION

If the actual block consumption falls below 80% of the total contracted block, the difference between the 80% of total contracted block and the actual consumption will be charged to (CLIENT) as liquidation damages. This amount will be due 30 days after your departure from the hotel.

Please Initial Here \_\_\_\_\_

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
2025-06-15							
2025-06-21	6:00 PM	12:00 AM	Hospitality	P-51 Mustang			Round Tables of 8
	30	\$0					
2025-06-16	2025-06-22	7:00 AM	12:00 AM	Meeting			Sabre-Phantom Rear
	Projection Theater	30	\$1800 for the week.				
2025-06-20	7:00 PM	10:00 PM	Dinner	B-29 Super Fortress			Round Tables of 8
	40	*600					
2025-06-21	7:00 PM	10:00 PM	Dinner	B-29 Super Fortress			Round Tables of 8
	40	*600					

\*If Food and Beverage is met for each dinner in the amount of \$600.00, then there will be no room charge. However, if it falls below the \$600.00; (CLIENT) will be charged for the difference.

#### BILLING:

Billing Method: Credit Card

Transaction Type	Charge Type	Date	Amount
Balance Due	\$1800.00		

**CANCELLATION POLICY:**

In the unlikely event that you should decide to cancel this event at any time after execution of this Agreement for any other reason, the following cancellation charges will apply which are not a penalty and represents a reasonable effort by the Hotel to establish its loss prospectively and are liquidated damages:

- Notice received after signature and (61) days prior to arrival \$ (50%) of total estimated revenue
- Notice received between (60) and (30) days prior to arrival \$ (75%) of total estimated revenue
- Notice received (29) days prior to arrival \$(100%) of total estimated revenue

- These payments may be subject to the applicable taxes. Such payment shall be made by certified check or wire transfer and must be received by Hotel within thirty (30) days of the date Group provides written notice, sent by facsimile and certified mail, return receipt requested, of the exercise of this cancellation option. Any attempted exercise of this right without payment, as set forth above, shall be invalid. Hotel agrees that after receiving this payment, it will not seek additional damages.

**COMMENTS & SPECIAL INSTRUCTIONS**

The following represents an agreement between (Supplier) & Conference Center here after "Hotel" and (Client) "Client" and outlines specific conditions and services to be provided. Rates quoted in this agreement are valid through 2024-09-11. If the approved agreement is not received by 2024-09-11 we will assume your plans changed and rooms will be released.

**CUT-OFF DATE** (Upon receipt of the signed contract Hotel will block the above agreed upon rooms): Reservations by attendees must be received on or before 2025-05-25. On the Cut-Off Date, Hotel will review the reservation pick-up for the Event, release the unreserved rooms for

general sale, and determine whether it can accept reservations based on a space- and rate-available basis at Client group rate after this date. Release of rooms for general sale following the Cut-Off Date does not affect Client obligation, as discussed elsewhere in this Agreement, to utilize guest rooms.

**PAYMENT IN ADVANCE:** You will pay the entire contract price in cash or by certified check at least (7) seven days prior to your function or by personal bank check two weeks prior to your function.

**GUEST ARRIVAL AND DEPARTURE:** Guest check-in time is after 3:00 pm and checkout time is 12:00 pm. Room assignments prior to that time are on an availability basis. During peak periods of high occupancy, rooms may not be available upon arrival. Rooms will be made available for check-in as soon as possible.

**DAMAGES AND LIABILITY:** Any damages (Location) shall be passed on to the client and charged to the credit card on file.

**SECURITY:** Hotel will not assume responsibility for the damage or loss of any merchandise or articles left in Hotel prior to, during, or following your event. Safety Deposit boxes are available at the Front Desk. Special arrangements for securing your belongings can be made with your Sales Manager.

**CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT:** Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or Client, will not be considered agreed to or binding unless such modifications have been initialed or otherwise approved, in writing, by both parties.

**COMPLIANCE WITH LAWS:** Client agrees to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations. Client agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. Client represents, warrants and agrees that it is currently, and at the time of the event which is the subject of this contract will be, in compliance with all applicable local, state, federal regulations or laws, including but not limited to, all provisions of the Patriot Act and regulations or requests of the U.S. Department of Homeland Security and the Office of Foreign Assets Control in the U.S. Department of the Treasury. Hotel may cancel this Agreement without any liability if in the Hotel's sole, reasonable determination, Hotel believes that it is necessary to do so in order to comply with its obligations under applicable laws, rules or regulations.

**AUXILIARY AIDS:** Hotel represents, and you acknowledge that Hotel facilities being rented for you including guest rooms, common areas and transportation services will be in substantial compliance with applicable public accommodation requirements under the Americans With Disabilities Act. You agree that one week in advance of your event you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree to pay all charges associated with the provision of such aids. We will, upon your request, furnish you with the names of businesses you can contact to obtain these aids. You also agree to be responsible for compliance with the ADA in the set up and conduct of meetings for your group.

**FORCE MAJEURE:** Neither party shall be responsible for failure to perform this contract if circumstances beyond their control (including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by Hotel, governmental authority, or declared war in the United States) make it illegal or impossible for Hotel to hold the event

**SUCCESSORS AND ASSIGNS:** The commitments made by Client will be binding on its successors and assigns. In the event that Client assigns, sells, conveys, pledges or otherwise disposes of all or substantially all of its assets (collectively referred to as "assignment"), by operation of law or otherwise, this agreement and the obligations herein must also be assigned to and assumed by the successor organization, subject to approval by Hotel. In the event such an assignment is contemplated, Client agrees to notify Hotel at least thirty days in advance of the planned close of the assignment transaction of the entities involved. Hotel will thereafter have 20 days in which to notify Client if assignment is approved.

**OUTSIDE CONTRACTORS:** Should Client elect to utilize outside contractors or subcontractors on Hotel premises during your event, including, but not limited to, a destination management company, audio/visual services, decorators, or others, you must notify Hotel of your intention to use such providers for approval in advance of your event. All outside contractors must sign a hold harmless, indemnification and insurance agreement in the form currently in use at Hotel for similar outside contractors and provide proof of insurance in amounts acceptable to Hotel (amounts and types of insurance may be changed or increased in Hotel sole discretion based on the type of services the outside contractor will be providing) before they will be allowed to provide services on Hotel premises. In some instances, Hotel may be required, pursuant to obligations imposed on Hotel by labor unions or collective bargaining agreements, to utilize Hotel labor to provide certain services, and Customer agrees to pay the fees and/or charges associated with these services.

PROMOTIONAL CONSIDERATIONS: We have the right to review and approve any advertisements or promotional materials in connection with your function that specifically reference any name or logo of Hotel. You represent and warrant that your activities conducted at the hotel and in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.

This contract, with exhibits attached hereto (if any), upon signature by both parties below constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by Hotel and the Client. For the avoidance of doubt, emails, including emails that bear an electronic "signature block" identifying the sender, do not constitute signed writings for purposes of this Agreement

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§clausula = 'Acceptance

A specific date/time when the contract must be signed and sent back to the hotel in order to be considered final and valid.

#### Clause 1

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies Group at any time prior to Group's execution of this document, the outlined format and dates will be held by the Hotel for Group on a first-option basis until XX/XX/XXXX. If Group cannot make a commitment prior to that date, the offer will revert to a second option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by Hotel of a fully executed version of this Contract prior to XX/XX/XXXX, or upon Hotel's acceptance of a fully executed version of this Contract after such date, it will be placed on a definite basis and will be binding upon Hotel and Group.

#### Clause 2

Please sign and return a copy of this Agreement by XX/XX/XXXX. This Agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to the Agreement. If this Agreement is not received by the date above, all rooms and space referred to herein will be released, and neither party will have any further obligations under this Agreement. In the event another organization requests the dates and is in a position to confirm immediately, you will be advised and given twenty-four (24) hours to confirm on a definite basis or alternate dates can be researched and held for your use.

XX Hotel and Group have agreed to execute agreement by their authorized representatives as of the dates indicated below.

Group XX Hotel

(Insert Printed Name) (Insert Printed Name)

(Insert Signature) (Insert Signature)

Date: Date:

Clause 3

XX Hotel and Group have agreed to and have executed this contract by their authorized representatives as of the dates indicated below:

Approved and authorized by Group:

Approved and authorized by XX Hotel

Name: (Print)

Name: (Print)

Title: (Print)

Title: (Print)

Signature:

Signature:

Date:

Date:;